

FIRST DEPUTY COMMISSIONER-YOUTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS:

The work involves performing administrative functions for Youth Services, including policy formulation and revision, staff

development, personnel, and public relations. Controls and monitors preparation and execution of the departments fiscal and administrative functions. Reports directly to the Commissioner. Supervises lower level personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and executes a comprehensive program for the protection and betterment of youth for all operating divisions under the direction of the Commissioner;

Formulates and initiates operating policies for the Department; recommends same to the Commissioner for approval

Works in cooperation with the Division Heads to assure efficient operation of the department and to effect changes and improvements necessary for proper care of residents at the institution and the delivery of services to children with special needs;

Directs, through subordinate staff, the departmental operations related to the performance of services and care, and recommends to the Commissioner changes or improvements in the fiscal and administrative program and practices;

Coordinates the development and standardization of training programs;

Supervises and participates in the centralized administrative operations of the Department, including such functions as; recruitment of personnel, maintenance records, and the preparation of administrative reports, collection of data, documentation, and timely submittal of reimbursement claims;

Maintains good public relations through contacts with private agencies, schools, unions, and private organizations;

Interprets and complies with regulations of the New York State Office of Children and Family Services, the New York Department of Health, and the New York State Department of Education;

Supervises the preparations of exhibits, announcements and other public relations materials;

Acts for the Commissioner during the absence of the Commissioner.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of factors underlying juvenile delinquency and personal maladjustment;

Thorough knowledge of economic, psychological, and social problems related to juvenile delinquency;

Thorough knowledge of the juvenile criminal justice and detention systems, New York State Early Intervention and Pre-School Programs;

Good knowledge of Federal, State and local laws and programs relating to the placement, treatment, detention and care of children and eligibility requirements for services of children with special needs;

Ability to maintain regular and working relationships with the County Youth Board, Local Early Intervention Coordinating Council, other County Departments, public and private agencies providing Youth Services, Family Court, New York State Office of Children and Family Services, New York State Department of Health, New York State Department of Education and School Districts within Erie County;

Ability to communicate effectively both orally and in writing;

Good judgment;

Tact;

Dependability;

Initiative

Discretion;

Thoroughness;

Physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and seven (7) years of experience in an administrative or high level supervisory position with responsibility for planning, developing, coordinating and evaluating programs.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.